



Camp Policies & Procedures

Cherokee Recreation and Parks Agency

www.playcherokee.org

770-924-7768

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Camps

Mission Statement

Cherokee Recreation & Parks Agency (CRPA) Camps strive to provide all participants with high quality recreational and instructional experiences that will be beneficial throughout their lives, as well as provide fun in a safe atmosphere, conducive to the growth of each child. CRPA Camps offer an opportunity for children to build personal/social skills through team work, individual or group interaction.



Enrollment and Registration

Enrollment:

To enroll your child in person, visit the Recreation Center office located in the Smith L. Johnston Government Complex at 7545 Main Street, Woodstock, GA 30188. We are building 200, which is the middle building of the complex.

Office Hours: Monday-Thursday 9am-8pm; Friday 9am-5pm and Saturday 9am-2pm

You can also register online at www.playcherokee.org , click Register Now. Please login with your current RECon/ CivicRec account. If you do not have a current account, create an account, making yourself the account holder. From there add any children to the account to register them.

Specific Camp Registration dates are advertised in our bi-annual catalog, *Play Cherokee*. The catalog can be found at our website, at the Recreation Center. If you would like to be added to our mailing list call 770-924-7768.

Age Requirements:

CRPA offers a variety of camps within the age range of 5-22. Each CRPA camp has specific age requirements. The age control date is the first day of camp. Age requirements are included in the write-up for each camp found in the *Play Cherokee* catalog.

During Registration:

Parents are asked a variety of questions during registration to ensure your child's safety and success in the program (i.e. authorized pick-up individuals, emergency contact, allergies, any special accommodations or special needs, current medications, etc.). Please be thorough in answering all questions.

All registration is on a first come, first serve basis.

Deposits & Payments

For Adventures Express Camp & KAOS Camp Only:

During enrollment, a \$50 non-refundable deposit per week/per child is due. This deposit will be applied to the total balance for each week. Final payments are due no later than the Monday of the week attending by 6:00pm. This deadline is to allow for quality programming, staffing and transportation scheduling. You may also opt to pay for all the weeks in advance. If you do not pay in full, then an email or phone call should be made to the coordinator of the program five business days prior to cancel your week and to waive the \$100 for that week they are not attending or you are responsible for payment of the \$100 for that week.

ALL registration is on a first come, first serve basis. **We do not offer partial week rates. Whether you come 1 or all 5 days, you pay the same price.** Your fee includes a t-shirt, seven hours of coordinated supervision for the participants, supervision for before and after hours, transportation during program hours, equipment and other supplies, guest speakers, field trips and activities. Camp spots are limited, so do not delay!

Where do I make payments?

Payments can be made two ways: 1) Cash, Check or Credit at the Recreation Center Front Desk or 2) at www.playcherookee.org, click Register Now to login. A 3% processing fee is added to all credit/debit payments, whether online or in person.

Late fee for non-payment:

All accounts must be paid in full by the weekly 6:30pm Monday deadline, or late fees will be assessed. LATE FEES: A \$10.00 late payment fee will be charged, per child, per day attending. Your child will NOT be able to attend camp during the week in question, until the balance has been paid.

Credit/Refund Policy:

If your child is unable to attend one of the weeks he/she is PAID IN FULL for, **with at least a five-business day notice, you can receive a refund of \$95 (we deduct the \$50 deposit and a \$5 refund processing fee) or a credit on your account in the amount of \$100 (less the \$50 deposit).** Refund checks take 2-4 weeks for processing. We will not move your weekly deposits of one week to other weeks. If you have not paid in full, then an email or phone call should be made to the coordinator of the program five business days prior to cancel your week and to waive the \$100 for that week they are not attending or you are responsible for payment of the \$100 for that week.

All Other CRPA Camps (i.e. Waterlogged, Break Camps, Fishing, Softball, etc.)

Payment in full is due at the time of registration.

Daily Camp Operations

Checking your child in and out of care:

Drop-off and pick-up times/locations for all camps is noted in their *Play Cherokee* write-up. Children must be signed into and out of camp each day. Parents/guardians have indicated via the registration process who is authorized to pick up their children. Camps will have your child's authorized pick-up list and will check ID's for accuracy, prior to any camper being released for check out.

Late Pick-Up Fee:

CRPA reserves the right to charge a late pick up fee, which is assessed beginning at 1 minute past the pick-up time. The fee is \$10.00 for every 15 minutes (per child) that a child is left at camp. Payment is due upon arrival. If payment is not received, the child cannot attend the program until payment is made in full. If camp staff has not been contacted by the parents about a late pick up, the police will be notified at 30 minutes after the pick-up time. When the police arrive, the participant(s) will be turned over to their custody.

Parent/Staff Communications & Involvement:

It is important for parents and camp staff to maintain open communication at all times. Please keep staff informed of any changes in your child's life that may affect him/her. Please let us know if your child has any special needs or accommodations as well.

The various camps utilize different ways to communicate with parents (i.e. Weekly Newsletters, emails, calendars, signage, etc.). It is your responsibility to fully and completely read communication.

Special Needs:

We know that every child is special, however some children may require extra attention in order for us to fully meet their needs. It is important that you, the parent/guardian, inform us of any special needs your child may have so we can ensure the camp experience is a success for every child.

Camper Attire:

Clothing should be appropriate for the weather conditions and activities planned for each day. Please remember to label all of your camper's belongings in permanent ink.

What to bring to camp:

We suggest you send your child's belongings CLEARLY labeled with his/her name and phone number. **The program is not responsible for any lost, stolen or damaged items, INCLUDING MONEY.**

Each camp will have its own requirements for what to bring. Typically, that would include:

- A packed lunch with a drink (please do not send perishable items unless in an insulated lunch box or microwaveable meals)
- 2 snacks plus drinks daily
- Refillable water bottle
- Sunscreen
- Extra change of clothes, including socks

Staff will not accept any money from parents for the purpose of buying lunch for a child nor will they hold money for a child.

What to leave at home:

Please make every effort to ensure that your child is not bringing any electronics to camps. Toys are fine for quiet time and free play, so long as they don't become disruptive. NO ELECTRONICS (including cell phones) are allowed at camp. Cell phones will be confiscated and returned to a parent end of day. This protects your child as well as other children and the staff.

The First Day:

The Monday of each camp is very important to camp operations. You want to make sure your child is at camp each Monday by the correct time. This is when we will take roll, introduce staff and go over the rules and activities for the week.

It is important that every camper attends the first day so that he/she will be familiar with the program.

Safety

Staying Hydrated

Parents are encouraged to only send water or sports drinks with their children during camp. All camp locations, including field trips, have access to drinking water.

Sunscreen:

Staff takes every precaution in keeping your child from receiving a sunburn. Please send sunscreen with your child every day. The staff will make sure children have sunscreen on when they go outside. The staff can only apply sunscreen with written permission from the parents (agreed upon during registration). Camp only has a small supply of sunscreen in stock, used as a backup – when a camper forgot their sunscreen at home. Please apply sunscreen in the mornings and we will reapply in the afternoons.

Visitors at Camp:

No visitors are allowed at camp or on field trip locations. No exceptions!! This is for the safety, privacy and protection of all campers.

Lost Child:

Campers going on field trips during camps are provided with a wrist band including our agency name (Cherokee Recreation & Parks Agency) and the Recreation Center's phone number (770-924-7768).

Parents are encouraged to educate their children that if lost inform an adult employee of the field trip location and remain with that person until found.

In the event a child is missing for more than 30 minutes, a parent will be notified. Summer staff train on policies and procedures for lost children situations prior to camp.

Medication:

CRPA requires written permission from the camper's parent or guardian authorizing staff to administer any type of medication (prescription or over the counter). Prescription medicine must be in its original bottle with the camper's name and dose clearly indicated. Over-the counter medication must be in its original container and marked with the camper's name. A Medication Authorization Form should be filled out each week the campers attend camp and all medication should be sent home each night. A medicine administration log will be filled out by a staffer each time the medicine is given to a camper.

Playgrounds:

All CRPA playgrounds utilized by camps are inspected and maintained by a Certified Playground Safety Inspector (CPSI).

Severe Weather:

Cherokee County utilizes the Code Red weather alert system. When severe weather arises and alerts are sent, camp staff will move children to the safest, interior location at that particular campsite. When on field trips, camp staff will follow the procedures of that location.

Injuries:

Whenever an injury requires attention beyond minor first aid, a phone call will be placed immediately to the parent. Staff will make every attempt to notify the parent, at work or through an emergency contact, before seeking necessary treatment at the doctors/hospital. (Parental release for camp staff to act in an emergency situation is indicated during the registration process). Parents/guardians are responsible for providing medical insurance covering injuries for participation in any CRPA program.

Illness:

A child's health is a matter of major importance to all of us. If a child becomes ill during the day, parents will be called and asked to make arrangements to pick up the child. If your child goes home with a fever of 99.9 or higher, they cannot return to camp until they are fever free for at least 24 hours. You still have to pay for those days.

For major life-threatening injuries or accidents, the camp procedure is the following:

- ◆ 911 will be called immediately
- ◆ The parent/guardian will be called
- ◆ Based on the professional decision of the EMT unit, the child may be transported to the closest medical facility for immediate care.

Camp Activities

Activities Offered:

During the various camps children may participate in a variety of activities including, but not limited to sports, organized indoor gym games, organized outdoor games, playground time, special events, field trips, fishing/outdoor activities, etc.

Movies:

Movie time is permitted during certain camps. Staff will monitor the viewing directly and if at any time it becomes inappropriate, staff will no longer allow the children to watch the program. CRPA only shows G and PG rated movies.

Outside Play:

Children will spend significant time outside during camps when weather conditions are appropriate. Shaded areas are provided at all camp and field trip locations.

Water Activities:

When applicable, parents will be asked for permission if their children can swim. It is a parent's responsibility to notify camp staff of any concerns of your child being in/around water.

Pools/Water Parks utilized during camp provide employed, certified Lifeguards. Staff supervision encompass both some staff inside the water and some out.

Meals and Snacks

Parent Responsibility:

Unless provided during a field trip, children MUST bring their own lunch, drinks and 2 snacks each day. Please provide water and sports drinks only. A re-fillable water is recommended.

Please Remember:

We do not have access to a refrigerator, freezer, or a microwave. Please plan and prepare your child's lunch accordingly so his/her food does not spoil. We recommend that you use an insulated lunchbox to keep the food from spoiling. We do not allow parents to bring fast food during the lunch hour!

CRPA Provided Food/Snacks:

At times campers will be provided meals or snacks as a part of the program. All ingredients/meals/snacks are either purchased from a grocery store or restaurant/food cart with a current Cherokee County food service permit.

Behavior Management & Discipline

With prior knowledge, via the registration process, parents and children are made aware of the basic guidelines of safety and good conduct. Regardless of the situation, each child is accountable for his/her own actions. As in any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. Therefore, the following basic guidelines apply directly to each child and will be used in determining his/her eligibility to continue as a camp participant:

- 1) Children must stay within the designated camp area. At no time should they leave the group without a staff person.
- 2) Children will not be allowed to use foul language, be repeatedly rude or discourteous to staff or peers.
- 3) Children will respect their property, as well as the property of others
 - Destruction and defacing of the camp's facilities or facilities that the camps will be visiting on field trip is not tolerated. Stealing will also not be tolerated.
- 4) Parents will be financially responsible for any destruction/defacing to the facility by their child.
- 5) Engaging in any type of fighting will not be permitted. Any behavior that jeopardizes the safety of other children or staff will not be tolerated. (I.e. throwing objects, pushing, hitting, biting, threatening violence, etc.)
- 6) Children will be expected to listen, respect and follow directions given to them by staff.

- 7) Children must be able to keep their hands to themselves and not violate another person's personal space.
- 8) Absolutely NO drugs or drug related activity/clothing or any item intended for use as a weapon will be allowed.
- 9) **Absolutely NO cell phones, tablets, walkie-talkies, Game Boys or other electronic games or gadgets will be allowed at camp! If found, they will be taken up and given to the parent at the end of the day. If we see them twice, they will be written up.**

Discipline:

In order to provide a FUN and SAFE environment for your child while participating in the camp program, the following discipline procedures have been established:

*When unacceptable behavior occurs, the child will receive

- STEP 1: VERBAL WARNING
- STEP 2: "BREAK" system will be used. A staff member will explain to the child why he/she is being placed on a break from the current activity. Length of break will be determined by the severity of the incident and will not exceed 10 minutes.
- STEP 3: A written CONDUCT REPORT will be presented to the parent and child, explaining the unacceptable behavior.
- STEP 4: A second CONDUCT REPORT will be issued
- STEP 5: A third CONDUCT REPORT will result in an immediate expulsion. If a child is expelled from camp, he/she can't return for one full year.

*When physical confrontation occurs including, but not limited to kicking, punching, hitting, spitting, etc. the child will receive a written conduct report that can result in immediate expulsion.

When discipline problems arise, our staff will contact the parent or guardian during or immediately following the program. Our goal is to provide a quality program for all participants.

CRPA reserves the right for immediate dismissal of any child.

Transportation

Vehicles:

All campers are transported during field trips in either Cherokee County Board of Education school buses or Cherokee County Parks and Recreation Agency buses/vans. In the event that a vehicle is not available because of malfunction, CRPA reserves the right to cancel the scheduled field trips.

Drivers:

Drivers must maintain a valid driver's license for the vehicle they are driving. All drivers are background checked and have passed their respective agencies requirements for operating an agency vehicle.

Seatbelts:

Seatbelts are required for all campers in vehicles with belts provided.

Camper Headcounts:

Before departure from camp or a field trip location, camp staff will perform a headcount before entering the vehicle and before departing.

Staffing Information

Counselor: Camper Ratios:

The ratios for CRPA camps vary depending on the ages of campers, activities included and group set-up. Ratio questions can be directed to the Coordinator of each camp. All camp ratios meet the recommendations of the GA Department of Early Care and Learning. Please see Appendix A for specific ratios for KAOS and Adventures Express.

Requirements for Staff:

Our staff is chosen carefully to ensure the participants will have a fun, safe and memorable experience during the program. We hire individuals that have experience in education, babysitting and/or recreation and who have a sincere interest in the welfare of the children. All camp staff are certified in CPR/First Aid/AED prior to the start of camp. ALL staff are background checked and drug tested prior to employment.

Mandated Reporting of Child Abuse

Who Can Report?

Employees and volunteers in a public organization providing recreational programs to children who have reasonable cause to believe that a child has been abused are required by Georgia state law to report or cause reports of that abuse be made to the proper authorities.

CRPA has a written policy on how to properly report suspected child abuse.

Contact Information

Main Office:

Cherokee Recreation and Parks Agency
7545 Main Street Bldg 200
Woodstock, Ga 30188

Main: (770) 924-7768

WWW.PLAYCHEROKEE.ORG

Appendix A

Adventures Express Summer Camp & KAOS Camp

Age Requirements:

Adventures Express Camp (Ages K-8) – A camper must have attended Kindergarten to attend summer camp. Parents may request that a 9-year-old remain in the K-8 Camp for one more summer.

Adventures Express Camp (Ages 9-12) – Children turning 13 over the course of the break may complete the entire summer camp.

KAOS Camp (Ages 6-22) – A camper must be 6 years of age by the Monday of the week he/she plans to attend. Campers turning 22 over the break may complete the entire summer camp.

Drop off/Pick up for Adventures Express:

There will be a staff member at the drop-off/pick-up area for you to leave your child with. DO NOT just drop your child off at the curb. You must come in to sign him/her in and also to sign him/her out at the end of the day. Parents/ guardians are not allowed in the gym during drop off and pick up hours.

Drop off is between 6:00am and 9:00am. Coordinated camp activities take place between 9:00am and 4:00pm. Your camper is considered late if they arrive after 9:00am. Most field trips leave between 9-10:00am, and we use that hour to prepare everyone for the trip. If your child misses the bus, it is your responsibility to find alternate care for that day. You may not bring your child to a field trip location.

Pick up is between 4:00pm and 6:00pm.

Drop off/Pick up for KAOS Camp:

Drop off is between 8:45am and 9:00am. There will be a staff member at the drop-off/pick-up area for you to leave your child with. DO NOT just drop your child off at the curb. You must come in to sign him/her in and also to sign him/her out at the end of the day. Parents are not allowed on the stage during drop off and pick up hours.

Pick up is PROMPTLY at 3:00pm.

Permission to pick up:

Only individuals, including parents, on a child's authorized pick up list can check him/her out of camp. A note, IN WRITING, can be provided to camp staff allowing permission for someone not on the list to pick up. Camp staff will not let your child leave with someone without permission. Staff will check the ID's of everyone until they establish a familiar relationship with you. Please be patient with our staff as they ensure the safety of your child.

Payment Waivers for KAOS Camp:

CRPA does accept pre-approved waivers. The \$50 non-refundable deposit still applies to those receiving a waiver and must accompany the paperwork at registration in order to secure a spot in camp. Each Thursday that your child attends camp, CRPA will email an invoice for the outstanding \$100 balance to the camper's parent. THE PARENT IS RESPONSIBLE FOR SUBMITTING THE INVOICE TO THE WAIVER COMPANY. CRPA understands that payment may not be received for 2-3 weeks. If all balances are not paid in full by September 15, the parent is responsible for the outstanding balance. Failure to pay will result in your account being submitted to collections.

Enrollment and Registration for KAOS Camp:

Space is limited to 25 campers per week. KAOS camp can only accommodate 4 wheelchairs, 2 per camp, due to transportation. KAOS camp can only accommodate 4 one-on-ones, 2 per camp, due to staff to camper ratios. If you are a new camper, then you are required to do a needs assessment. Your child must have an IEP to attend KAOS camp.

KAOS camp is divided into two groups with 12-15 campers per group. Prior to camp, you will be notified what group your campers will be in for the weeks you registered for. Note that at any time the KAOS Coordinator feels your camper is best suited with the other group, the Coordinator can move campers and later notify you of the change. This is for the safety of the participants and to ensure each camper has a fun time while at camp.

Agendas and Newsletters:

Each week, camp staff will provide an informational newsletter to parents. Please make sure you take it home and read everything. It will include field trip information, special events, camp staff information, contact information and any special instructions for that week. Newsletters with the same information will be provided each Friday for the following week via email by the pertaining camps Recreation Coordinator.

Field Trips:

Please have your child wear his/her camp shirt on any day that they are scheduled to go on a field trip. **If for some reason you do not want your child to go on the trip, we do not offer refunds.** The field trips are fun and exciting experiences to enhance your child's summer. A few notes about field trips:

- Please make sure to read the weekly newsletter for specific information.
- On field trip days, PLEASE have your child at camp by 9:00am. We will depart at the scheduled time and need time to prepare and go over the rules.
- We will have the return time posted that morning.
- All campers MUST wear their T-Shirts and additional t-shirts are sold at a nominal fee.
- All kids must wear their CRPA wristband throughout each trip.

Child to Camper Ratios:

Adventures Express – 1:8 is our daily goal, but no more than 1:10 at any time.

KAOS Camp – 1:3